

## Public Charter Schools Grant Program (PCSGP) Next Steps Webinar 2013-14

#### California Department of Education Charter Schools Division March 14, 2014

#### Welcome

#### \* PCSGP Team:

- Cindy Chan (Administrator)
- Pete Callas (Consultant)
- James Harris (Consultant)
- \* Thomas Pacheco (Analyst)
- Colleen Quinn (Consultant)
- Steve Smith (Consultant)
- \* Tamie Thompson (Analyst)
- Benjamin Walker (Consultant)
- Robert Wilson (Consultant)

#### Purpose of Today's Webinar

\* Guide developers and administrators through the next steps of the PCSGP application process after receiving a passing score from the PCSGP Peer Review.



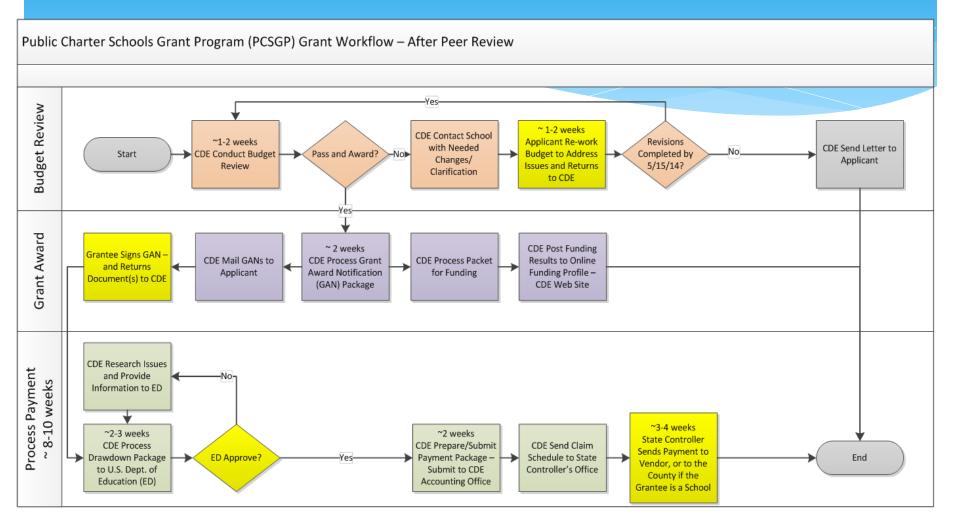
#### What To Have In Front Of You

- 2013 PCSGP Request for Applications (RFA)
- \* Your completed PCSGP forms 5 & 6
- \* Budget Summary Review Form

#### The PCSGP

- \*The purpose of the PCSGP
- \*Funding The PCSGP

## PCSGP Funding Process



## Budget Review Summary Form

Budget Review Summary 2012-13 Cohort 3 PCSGP Planning and Implementation Sub-Grant

School Name:	Reviewer:	
RFAID:	Date of Review:	
	Review Number x of y	
CDS:	Program Region Assignment:	
Charter School #:	Regional Consultant:	

#	Form	rm Element or Object	Expenditure Description		Dollar Amour	nt	Description of Concern		
#	Form		or Object	12-13	13-14	14-15	Description of Concern		
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	Program Use Only								

#### Payee Data Record

#### STATE OF CALIFORNIA-DEPARTMENT OF FINANCE

#### PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9) STD. 204 (Rev. 8-2003)

1	INSTRUCTIONS: Complete at information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fattly completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare information Returns (1099). See reverse side for more information and Privacy Statement.  NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.							
	PAYEE'S LEGAL BUSINESS NAME (Type or Print)							
	SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)  E-MAIL ADDRESS							
2	MAILING ADDRESS BUSINESS ADDRESS							
	CITY, STATE, ZIP CODE	CITY, STAT	E, ZIP CODE					
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):	[-		NOTE:				
PAYEE ENTITY TYPE CHECK ONE BOX ONLY	PARTNERSHIP CORPORATION:    MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)   Poynton to the procession of							
	INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: (SSI regulard by sutharity of California Revenue and Tax Code Section 18646)							
PAYEE RESIDENCY STATUS	California resident - Qualified to do business in California or maintains a permanent place of business in California.     California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding.     No services performed in California.     Copy of Franchise Tax Board waiver of State withholding attached.							
5	I hereby certify under penalty of perjury that the inform Should my residency status change, I will			d correct.				
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)		TITLE					
	SIGNATURE	DATE	TELEPHONE ( )					
6	Please return completed form to:  Department/Office:  Unit/Section:  Mailing Address:  City/State/Zip:  Telephone: ( ) Fax:  E-mail Address:	( )		- - - -				

#### Grant Award Notification

**Sample** Completed Grant Award Notification (GAN) California Department of Education Legislative Affairs Division AO-400 (REV. 09/2011)

Grant Award Notification

	RANTEE NAME AND ADDRESS				CDE GRANT NUMBER			
Charter School Academy ABC 1234 Main Street				FY	PC	CA	Vendor Number	Suffix
American City, CA 90000				12	149	941	Z000	00
Attention S Bill Smith, Principal					DARDIZ		COUNTY	
Program O				Resource Revenue Code Object Code				36
Telephone 916-322-60				4610 8290				INDEX
Name of G	rant Program ter Schools Grant Pr	ogram						0120
GRANT DETAILS	GRANT Original/Prior Amendment  Amendments Amount			al	Amen No.		Award Starting Date	Award Ending Date
	\$575,000.00		\$575,00	00.00			08/01/2013	7/31/2015
CFDA Number	Federal Grant Number	Fed	eral Grant N	lame			Federal	Agency
84.282A	U282A100013	Charte	er Schools Pr	rogram			U.S. Dept. o	f Education
Funds are s FY15–\$150 the Grant A	d to inform you that cheduled to be issue, 000.00. For addition ward Notification. is made contingent upon which this awa	ed in the following o nal information regal	rder: FY13-\$ rding the gran	6225,000.0 nt award one Legisla	00, FY1 ending o	4–\$2 date,	200,000.00 ar please refer	nd to page 2 o
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#### Supplement versus Supplant

- \* **Supplement:** Resources or activities that will enhance the charter school and its programs when added to the charter school.
- \* **Supplant:** To pay for resources or existing levels of service funded from any other source.

#### GAN Received by CDE



- Program Accountability
- Fiscal Reporting Requirements
- Performance Reporting Requirements
- Annual Budget
- Monitoring

#### Program Accountability

- \* Sub-grantee responsibilities in accordance with ESEA Title V Part B sections 5201–5211
  - \* ALLOWABLE ACTIVITIES: An eligible applicant receiving a grant or sub-grant under this subpart may use the grant or sub-grant funds only for
    - \* (A) post-award planning and design of the educational program, which may include:
      - \* (i) refinement of the desired educational results and of the methods for measuring progress toward achieving those results; and
      - \* (ii) professional development of teachers and other staff who will work in the charter school; and

#### Program Accountability

- \* (B) initial implementation of the charter school, which may include:
  - \* (i) informing the community about the school;
  - (ii) acquiring necessary equipment and educational materials and supplies;
  - \* (iii) acquiring or developing curriculum materials; and
  - \* (iv) other initial operational costs that cannot be met from State or local sources.

## Fiscal Reporting Requirements

Quarter	Reporting Period	Report Due Date		
1	July 1 – September 30	October 31		
2	October 1 – December 31	January 31		
3	January 1 – March 31	April 30		
4	April 1 – June 30	July 31		

# Performance Reporting Requirements – Quarterly Annual Fiscal Report

	PCSGP Quarterly-Annual Fiscal Report								
S	School Name		Grant Year	Implementation Year 1	Grant Start Date				
	CDS Code		Fiscal Year		Grant End Date				
	RFAID		Budget Amt.		Date Report Submitted				
Object Code	Approved Budget Amount	Object Code Description	Quarter 1 Expenditures	Quarter 2 Expenditures	Quarter 3 Quarter 4 Expenditures Expenditures		Object Code Cumulative Total	Object Code Balance	Grant Year Budget Balance
1000	\$0.00							\$0.00	\$0.00
		Certificated Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2000	\$0.00							\$0.00	\$0.00
		Classified Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000	\$0.00							\$0.00	\$0.00
		Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4000	\$0.00							\$0.00	\$0.00
		Books and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000	\$0.00							\$0.00	\$0.00
		Services and Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000	\$0.00		-					\$0.00	\$0.00
		Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Quarterly Total         \$0.00         \$0.00         \$0.00								

## Performance Reporting Requirements

California Department of Education 2010—15 Public Charter Schools Grant Program Quarterly Expenditure Report							
Fiscal Year	0						
Quarter Reporting	Oct-Nov-Dec: Qtr 2						
		Schoo	l Informat	tion			
School Name	0						
Authorizer							
County				Charter Nun			
CDS Code	0			RFAID	0		
		Contac	t Informa	tion			
Name					Phone		
Title					Fax		
E-mail		- Ciacal	Informat				
	School Grant	Award N		• •		-	
Grant Year Amo			Impl	ementation Y	ear 1	\$ -	
Remaining Bala	ment amount received	to-date				\$ -	
		rterly E	xpenditu	e Totals			
Obj	ect Codes	Approv	ed Budget	Expend	litures	Percent of Approved Budget	
1000-1999 - Cert	ificated Salaries	\$	-	\$	-	#DIV/0!	
2000-2999 - Clas	sified Salaries	\$	-	\$	-	#DIV/0!	
3000-3999 - Emp	loyee Benefits	\$	-	\$	-	#DIV/0!	
4000-4999 - Boo	ks and Supplies	\$	-	\$	-	#DIV/0!	
	rices and Operating	\$	-	\$	-	#DIV/0!	
6000-6999 - Cap		\$	-	\$	-	#DIV/0!	
7310-7350 - Indi						ot Allowable	
7370-7380 - Dire	ct Costs					ot Allowable	
Total Expended	unu read all accurances periffications t	serve and conditi	ons associated with	the Earlerni CSP and	\$		
Your signature indicates that you read all assumances, certifications, terms and conditions associated with the Federal CSP, and you agree that you confinue to be in compliance with all requirements as a condition of funding.							
	Signature of Site A	dministrator	r		<u></u>	Date	
Step 1  Submit an electronic copy of this quarterly fiscal report to:  PCSGPGeneral@cde.ca.gov  Your e-mail must contain the following in the subject line: School Name) PCSGP Quarterly Expenditure Report  Keep a copy of this report for your records  Step 2  Submit this quarterly fiscal report with an original signature in blue ink to: California Department of Education Charter School Division PCSGP QER  1430 N Street. Suite 5401 Sacramento. CA 95814-5901							

Quarterly Expenditure Report

#### **Annual Budget**



- \* Initial budget submitted during the PCSGP application process.
- \* Annual budget due July 1, each subsequent year of the grant.
- \* Annual Progress Report Questionnaire.
- \* Work Plan percent complete annual submission.

#### Monitoring



- \* Annual monitoring reports
- \* Annual site visits by CDE staff
- Provide relevant information to CDE

#### External Review

#### \* Third Party External Reviewer

- Required by PCSGP Planning and Implementation grant.
- \* External reviewer may be a reviewer not affiliated with the charter school's authorizing entity, or any member of the charter school's governing board, faculty, or staff.
- \* External report due to CDE one month prior to the end of the grant period.
- \* Failure to conduct review or if review is less than satisfactory, school may be invoiced for a base amount of 10 percent of the total subgrant award, up to the total amount of the Implementation Year 2 funds.

#### References

#### Federal Guidance on allowable costs for PCSGP may be found in the following resources:

- \* CDE PCSGP Grant <a href="http://www.cde.ca.gov/fg/fo/r1/pcsgp13rfa1.asp">http://www.cde.ca.gov/fg/fo/r1/pcsgp13rfa1.asp</a>
- \* Elementary and Secondary Education Act (ESEA) 5204(f)(3), (Outside Source):

  http://www.acd.gov/policy/olses/log/oseasos/pg63.html#sec5304
  - http://www2.ed.gov/policy/elsec/leg/esea02/pg62.html#sec5204
- \* U.S. Department of Education (ED) Charter Schools Program (CSP) Non-regulatory Guidance (Outside Source DOC; 184 KB; 22pp.): http://www2.ed.gov/programs/charter/nonregulatory-guidance.doc

#### References

- \* Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions (Outside Source): <a href="http://www.whitehouse.gov/omb/circulars\_a021\_2004/">http://www.whitehouse.gov/omb/circulars\_a021\_2004/</a>
- \* OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments (Outside Source): http://www.whitehouse.gov/omb/circulars\_a087\_2004/
- \* OMB Circular A-122, Cost Principles for Non-Profit Organizations (Outside Source): <a href="http://www.whitehouse.gov/omb/circulars\_a122\_2004/">http://www.whitehouse.gov/omb/circulars\_a122\_2004/</a>